



Accounting Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Accounting Coordinator

DEPARTMENT: Finance

REPORTS TO: Finance & HR Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for accurately maintaining Watermark Community Church's financial statements (including, but not limited to, the general ledger and accounts payable), preparing journal entries, reconciling bank accounts, etc. Responsibilities also include, helping prepare ministry budgets, preparing the monthly Operations Team reports, working with external auditors, and other administrative responsibilities of the finance department.

ESSENTIAL SKILLS & EXPERIENCE:

- Bachelor's Degree in Accounting strongly preferred
- Experience in accounting industry is preferred
- Excellent Microsoft Excel skills, attention to detail, and understanding of financial accounting
- Trustworthiness, teachability, and flexibility

POSITION RESPONSIBILITIES:

1. Weekly Duties
 - a. Review contribution attribution reports and prepare journal entries
 - b. Prepare contribution reports for church leadership
 - c. Review miscellaneous deposits and prepare journal entries
 - d. Consult with ministries on budget execution
2. Monthly Duties
 - a. Prepare bank reconciliation and accompanying journal entries
 - b. Review employee expense reports
 - c. Track designated funds and reclassify designated expenses
3. Ongoing/As Needed Duties
 - a. Prepare and review annual giving statements
 - b. Assist with budgeting process
 - c. Provide documentation for annual audit
 - d. Various administrative tasks for the Finance Team

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Highly trustworthy and passionate about stewardship
- Cooperative, flexible, and dependable
- Mission focused
- Task/Goal oriented
- High capacity